



Confidentiality & Non-Disclosure Policy



This policy applies to all employees of UFIX LTD, including board members, investors, contractors and volunteers, who may have access to confidential information.

Policy brief & purpose

This policy is designed for **company confidentiality and non-disclosure** to explain how we expect our employees to treat confidential information. Employees will unavoidably receive and handle personal and private information about clients, partners and our company. We want to make sure that this information is well-protected.

We must protect this information for two reasons. It may:

- Be legally binding (e.g. sensitive customer data.)
- · Constitute the backbone of our business, giving us a competitive advantage (e.g. business processes.)

What employees of UFIX LTD should do:

- · Lock or secure confidential information at all times
- · Shred confidential documents when they're no longer needed
- · Make sure they only view confidential information on secure devices
- · Only disclose information to other employees when it's necessary and authorized

What employees OF UFIX LTD shouldn't do:

- Use confidential information for any personal benefit or profit
- Disclose confidential information to anyone outside of our company
- Replicate confidential documents and files and store them on insecure devices

When employees stop working for our company, they're obliged to return any confidential files and delete them from their personal devices.

Confidentiality Measures:



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We'll take measures to ensure that confidential information is well protected. We'll:

- Store and lock paper documents
- Encrypt electronic information and safeguard databases
- Ask employees to sign non-compete and/or non-disclosure agreements (NDAs)
- Ask for authorization by senior management to allow employees to access certain confidential information

Non-disclosure:

Each Ufix employee signs our non-disclosure policy. A copy is included below and states:

I agree that I will hold confidentially any and all knowledge or information that I may obtain in the course of my employment with UFIX LTD or from working with UFIX LTD clients and with respect to the secret processes, sensitive or personal information. Used by UFIX or UFIX clients in delivering its services.

I will keep confidential information so long as that information remains confidential and is not otherwise available in the public domain.